

**SAINT PAUL DEPARTMENT OF HUMAN RIGHTS CONTRACT COMPLIANCE  
MONTHLY EMPLOYMENT UTILIZATION (MEU) REPORT**

This report is required by the Saint Paul Human Rights Ordinance. Failure to report can result in contracts being cancelled, terminated or suspended in whole or part and the contractor may be declared ineligible for further City construction contracts.				Name and Address of Project (Please Print)											
Month Being Reported From                      To                      Year				Name of (Sub) Contractor  Address of (Sub) Contractor											
Construction Trade Job Title	Skill Classification	Total HOURS of All Employees		MINORITY HOURS WORKED ON PROJECT								Total MINORITY Hours	Total Number of ALL Level One Apprentices		
				Black		Hispanic		Asian/Pacific Islander		American Indian or Alaskan Native					
		Male Hours	Female Hours	Male Hours	Female Hours	Male Hours	Female Hours	Male Hours	Female Hours	Male Hours	Female Hours	Male Hours	Female Hours		Male
	Journey Worker														
	Apprentice														
	Journey Worker														
	Apprentice														
	Journey Worker														
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	Journey Worker														
	Apprentice														
	Journey Worker														
	Apprentice														
TOTAL JOURNEY HOURS															
TOTAL APPRENTICE HOURS															
TOTAL SKILLED HOURS (Journey plus Apprentice Hours)															
TOTAL LABORER HOURS															
GRAND TOTAL (Skilled plus Laborer Hours)															
Company Official Signature and Title										Telephone Number (Include Area Code)		Date Signed		Page      of	

## INSTRUCTIONS FOR FILING MONTHLY EMPLOYMENT UTILIZATION REPORT

The Monthly Utilization Report is to be completed by each subject contractor (both prime and sub) and signed by a responsible official of the company. The reports are to be filed monthly during the term of the contract, and they shall all include the total work-hours for each employee classification in each trade in the covered area for the monthly reporting period. The prime contractor shall submit a report for the project's aggregate work force. Each subcontractor shall separately submit a report for its aggregate work force. All reports shall be submitted to the Saint Paul Department of Human Rights.

<b>City Contractor: Please list the name, hire date, and termination date (if applicable) of those minorities and females that are accounted for on this month's MEU Report.</b>		
Name:	Hire Date: Apprentice Level (if applicable):	Termination Date:
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